

Clerical and Office Branch
Purchasing and Stores Group
Stores Series

VEHICLE PARTS SUPERVISOR

06/00 (REB)

Summary

Under general supervision, supervise timely, cost effective supply of parts, tools and materials for maintenance and repair of diverse vehicles and equipment used in various City departments or other organizations on an enterprise basis.

Typical Duties

Implement, coordinate and evaluate ongoing vehicle parts inventory and supply activities, and layout and use of departmental storage facilities. Involves: establishing and fostering customer service relationships with internal and external departments and organizations; monitoring execution of approved supply contracts; checking that expenditures are within budget and notifying management of potential deviations; directing receipt, inspection, storage, dispensing, internal delivery and external shipment of vehicle parts, repair and maintenance supplies and tools; ensuring compliance with specifications and invoices and that applicable Material Safety Data sheets are provided; recommending and developing supply and parts sources; overseeing or participating in obtaining product information from vendors; establishing and maintaining cooperative business relationships with vendor contacts; preparing specifications for vehicle parts or other items; reviewing and approving purchase requests; overseeing identification, counting, other documentation, and maintenance of computerized records of quantity, quality, and costs of goods requisitioned, received, stored and issued; verifying status, condition and security of inventory for which accountable; entering and extracting information into computerized accounting and purchasing systems to generate related routine and ad hoc reports as required; planning space allocations to accommodate current and anticipated storage needs; analyzing capacities and accessibility of available structures; reviewing physical and computerized inventory controls, and recommending and establishing improvements in practices as required.

Supervise assigned non-supervisory general services manual and office employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special activity or status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent; plus five (5) years of increasingly responsible experience in requisitioning, receiving, storing, moving, issuing and shipping materials, supplies or equipment; including one (1) year of warehousing or supplying diverse vehicle parts at a level comparable to Stores Clerk II or Vehicle Parts Specialist; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: nomenclature, varieties and applications, and store keeping and inventory control practices for a wide variety of vehicle parts, supplies and equipment; computerized inventory records management procedures. Good knowledge of: purchasing and basic accounting concepts and procedures; vehicle equipment repair and maintenance practices; customer service techniques. Some knowledge of: supervisory or work leader techniques.

Ability to: plan and direct supplies and materials storage functions for diverse operations; maintain computerized records of materials and supplies received and issued; identify and locate normal and unique stock items through vendors, manuals and supply catalogs, including parts for obsolete or specialized municipal use equipment; establish and maintain effective working relationships with inter-department supervisory and skilled trades employees, and directly with suppliers and manufacturers when parts, materials and equipment are required on short notice; identify user needs and operating requirements for various operating or maintenance functions;

identify options to acquire parts, equipment and supplies for various vehicle types; follow up and expedite delivery of time sensitive parts and materials; analyze data, develop and direct preparation of reports.

Skill in safe operation and care of: materials handling equipment and delivery or other motor vehicles; personal computer or network workstation and generic business productivity and specialized warehousing and inventory applications software comparable to that installed.

Physical Effort and Work Environment: Occasional: lifting, carrying, pushing or pulling of moderately heavy weight objects (up to 50 pounds); controlling or driving materials handling equipment in a congested warehouse environment; driving through city traffic to make pick ups and deliveries, and conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's license, or equivalent from another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL